

Chapter 2 - ADPICS Basics

The purpose of this chapter is to describe the basic keyboard navigation, log-in and log-out procedures, and other time saving features that are used throughout ADPICS.

Read this section before attempting to create documents and/or maintain existing ADPICS data.

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2.1 ADPICS KEYBOARD

Different computers have different keyboards, and each keyboard can be mapped differently. In your workplace, use the key (or keys) that performs the function requested, regardless of what that key is labeled on your keyboard. For instance, if the function that you want to perform is to clear the end of a data field line, you must use the minus (-) key on the numeric keypad when you are using a standard PC keyboard. When using some keyboards, you must use Alt + 4 to clear the end of the field.

Key data is the data that uniquely identifies each record in the system. For example, the Vendor ID number and Mail Code or Requisition ID. Key data must be entered on inquiries to retrieve a specific record. If you do not enter the complete Key, you may use the <F5> NEXT function key to retrieve a record.

The system is not case sensitive. It is not necessary to capitalize when typing data on the screen. All text is saved in UPPER CASE.

2.1.1 Navigation Keys

Navigation keys are specific keyboard keys that will move the cursor from place to place within a screen, or transfer to other ADPICS screens. These keys may or may not perform the same functions in other software systems.

TAB	Used to move one input field at a time moving to the right and then down. Always use the <TAB> key to move around the screen, not the arrow keys, to guarantee finding the first space in each data field (a beeping sound may indicate that the cursor is not at the beginning of a data field). If the tab key skips a field, the field is protected. Either the system retrieves the correct data upon entering the screen, or the data will be system generated when the document is saved. If data fills all available spaces in a field, the cursor will automatically skip to the next enterable field. When the data does not fill an entire field, you must press <TAB> to go to the next enterable field.
TAB BACKWARD (TAB + Shift)	Used to move one input field at a time, moving to the left and up.
ARROW KEYS	Used to move in the designated direction, one character or line at a time. This method of navigation should not be used to get from one enterable data field to the next.
BACKSPACE	Used to erase one character at a time moving backwards (to the left of the cursor).
NEW LINE (Return)	Moves cursor from one line to the next line below that contains an unprotected input field.
INS (INSERT)	Allows the user to insert characters in input fields.
DEL (DELETE)	Used to erase one character at a time to the right of the cursor.
END OF LINE (END or “—” key on numeric keypad)	Erases information in a given input field from the cursor to the end of that input field.

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CLEAR When the <CLEAR> key is pressed, the system returns to the screen that (PAUSE or “(+)” key was previously displayed. For example, if the Procurement Transactions Menu is accessed from the Main Menu, the system returns you to the Main Menu when <CLEAR> is pressed.

This will continue to back you all of the way out of the system, one screen at a time.

ENTER When the <ENTER> key is pressed, the system queries existing records or ENT (Inquire) to retrieve the record that matches the key data entered (usually the document identification number). The user must enter the appropriate key data for each screen when inquiring.

This step can be used to view data on inquiry screens , or to view a record before it is changed or deleted.

HOME Returns cursor to the ‘Link To’ field at the upper left corner of the screen.

To access other ADPICS screens, enter the screen number in the ‘Link To’ field and press <F9> LINK.

PRINT SCREEN Used to send a printout of the screen to the printer.

NOTE: In the windows environment the print screen can be accessed from the pull down menu under Session. At your workplace, printing will depend on whether or not a printer is attached to your workstation (PC/Terminal).

RESET Used to unlock the keyboard when it becomes locked. The keyboard (Ctrl + F9) may sometimes become locked when the system is trying to perform the function.. Usually the keyboard will automatically unlock when the function has been performed.

NOTE: Do not continue to press keys if the keyboard is locked or you receive an XSYS message at the bottom right side of the terminal’s status line. An XSYS message means that the system is trying to perform the function, but there are a lot of other users also performing functions. Please be patient and wait until the XSYS message is no longer on the screen before proceeding. If the message remains for an unreasonable amount of time, you may want to quit the session.

2.1.2 Function Keys

Menu selections are accessed by pressing the function key (keyboard number keys that begin with an 'F') that corresponds to the selection number on the menu screen.

Many detail or inquiry screens are accessed by pressing the navigational function key listed at the bottom of the screen presently in use. To return, press <CLEAR>.

Some function keys perform the same action, or access the same screen, regardless of which screen is being viewed. Others have specific uses depending on the screen in use.

F1- HELP

Automatically links to the Help screen where the user can view screen definitions, function key definitions, and data field definitions of the screen accessed from.

In order to return to the original screen, press <CLEAR>.

Help can also be accessed by typing HELP in the 'Link To' field and pressing <F9> LINK. This is the method used from Menu screens.

F2 - SELECT

Used to select a marked item in a list. For more detailed information, see Section 2.7 Data Entry Features, Selecting From a List.

Selecting usually transfers you to another screen that provides more information about the selected item.

It is also used to select valid values from a table, for a specific data entry field.

Data selected is brought back to the originating screen and data field.

F3 - DELETE

Allows the user to DELETE an *unposted* transaction or existing table record, if the user has the proper security.

The user must inquire on the record, then press <F3> to DELETE the retrieved record.

The system will ask for confirmation, which is completed by pressing <F3> again.

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Also used to DELETE a selection from a list, such as the vendor list when creating an Invitation to Bid. For more complete instructions, see Section 2.7 Data Entry Features, Deleting Selections From a List.

- F4** Use of this function key will appear at the bottom of each screen (if utilized by screen).
- Function varies from screen to screen, but it is usually used for data look ups and to transfer to other screens associated with the originating screen.
- F5 - NEXT** Allows the user to scroll through to the NEXT (sequential) table record simply by pressing <F5>. This can also be used if all Key Data is not entered (or known). For complete instructions, see Section 2.7 Data Entry Features, Document Inquiry and Retrieval.
- F6** Use of this function key will appear at the bottom of each screen (if utilized by screen).
- Function varies from screen to screen, but it is usually used to view more detailed information for specific transactions.
- F7 - PRIOR PG** Most commonly used to retrieve the previous page or block of information on the screen.
- Sometimes used to view associated screens.
- F8 - NEXT PG** It is primarily used to retrieve the following page or block of information on the screen.
- F9 - LINK** Transfers to the screen identified in the 'Link To' field, provided the user has the appropriate security. For complete instructions, see Section 2.7 'Link To' Feature.
- Provides a short cut for access to ADPICS screens. After entering a screen number (four-digit number following 'PCHL' in the upper left corner of each screen), "HELP" or "NOTE" in the 'Link To' field, press <F9>.
- F10 - SAVE** This option allows the user to add a new record, or change an existing record, with proper security. After all data is entered, press the <F10> key. See Section 2.7 Data Entry Features for complete instructions on the use of <F10> SAVE.

The system will only accept records that contain valid data in all of the required data fields. Only SAVED data is recognized by ADPICS.

The data will remain on the screen after the add or change is processed, and the system will convert all entered text into uppercase. In some instances, the system will automatically transfer to an associated screen for additional data input.

F11 Use of this function key will appear at the bottom of each screen (if utilized by screen).

Function varies from screen to screen, but most commonly used to transfer to a more detailed screen.

F12 Use of this function key will appear at the bottom of each screen (if utilized by screen).

Function varies from screen to screen, but most commonly used to retrieve more detailed information associated with that screen. Also used as a print function.

2.2 LOG-IN AND LOG-OUT PROCEDURES

2.2.1 Log-In Procedures

- Log-in to MAIN FACS
- Type SMPICIS, then press <ENTER>
- Type your User ID, then press <ENTER>.
- Type your Password, then press <ENTER>
- Type FMST, then press <ENTER> (or type PH00 to go directly to ADPICS)
- Press <ENTER> or <F2> to select ADPICS

The ADPICS Main Menu is displayed. The Main Menu contains a list of the additional menus you have the security to access.

It also contains your mailbox messages:

- If you are an approver, you will receive the message, DOCUMENTS ARE AWAITING APPROVAL IN YOUR MAILBOX - PLEASE VIEW PCHL9210, whenever documents have routed to you for approval. See Section 8.2 Approving and Rejecting Documents.
- If you can create documents and/or are an approver, you will receive the message, DOCUMENTS HAVE BEEN RETURNED TO YOUR MAILBOX - PLEASE VIEW PCHL9212, whenever documents have been returned to you for changes. See Section 8.3 Handling Returned Documents.

2.2.2 Log-Out Procedures

- Type 0000 in the 'Link To' field, and press <F9> to access the Main Menu
- Press <CLEAR> to the 'CESF LOGOFF' message screen (or type QUIT in the 'Link To' field of any screen, and press <F9> to access the CESF screen)
- Type C, then press <ENTER>

In the Windows environment, if your screen has a Menu Bar at the top, do the following:

- Select 'Commands' on the Menu Bar to access the Command Menu
- From the Command Menu, select the 'Disconnect' option
- Press the 'Yes' button in the Option Box
- Select 'Session' on the Menu Bar to access the Session Menu
- From the Session Menu, select 'Exit'

NOTE: It is important that you log-out correctly. Do not quit a session by turning off your terminal without logging out. Logging out correctly assures that any data that you entered has been stored correctly.

2.3 NOTE PAD

Notes are attached to documents so that the user may enter free-form text associated with the specific transaction.

Notes can be attached to posted or unposted documents by any authorized user.

On all documents except Voucher, Direct Voucher, Credit Memo, Travel Advance, and Travel Voucher the notes in the Note Pad are for internal use only.

Notes attached to the Voucher, Direct Voucher, Travel Advance, and Travel Voucher prior to posting the document, are printed on the remittance advice (warrant stub or EFT remittance advice), along with the invoice number, voucher number and voucher description. Notes attached to a credit memo prior to posting the document are printed on the remittance advice of the payment that is offset. The credit memo number is printed as the current document number, along with the credit memo description.

If a note is attached to a payable document after posting, it will not print on the remittance advice.

An 'N' in the note pad field of a document screen, indicates that there is no note attached, and a 'Y' indicates that there is a note attached.

2.3.1 Using the Note Pad

To attach a note to any document (screen with a Note Pad data field), press <HOME>, enter NOTE in the 'Link To' field, and press <F9>.

The system will transfer to the Electronic Note Pad screen (PCHL9100), where you can enter free-form text.

When entering text, the cursor will automatically go to the next line when it comes to the end of the typing line. The system will not carry a word to the next line (word wrap) when it does not fit. Therefore, when a word will not fit on the present line, and you want the complete word on the same line, you must <TAB> to the next line before beginning the word. Do not use the Return key, because it does not move to the next line. Instead, the text is formatted in uppercase and the cursor returns to the beginning of the first line.

Include the current date and your name and document # as part of the note. Exercise good judgement when attaching notes because they are part of the document's permanent record.

After entering the note, press <F10> to save the data.

Press <CLEAR> to return to the document screen. Notice that the Note Pad Indicator has changed from an 'N' to a 'Y.'

Notes can be viewed and/or modified by following the above procedures. If you have update capability only, you can only modify your own entries. You can only modify another person's note pad entry if you have proper security.

There is a function key to insert a line and to create a new page, if needed. Be sure to save your first page before creating a new page, or else the page will be deleted.

Only one user can enter information on a single line. Users with 'U' (update) security cannot change another user's text. User's with 'D' (update/delete) security can change and/or delete another person's text.

If the author of a note is not clearly identified, press F4—AUDIT to identify the user who created the note.

Notes are useful for communication between different users processing the same document, and for recording important information not conveyed in the document itself.

2.4 HELP INQUIRY

On-line screen help can be accessed in two ways:

- Press the <F1> HELP function key from any screen that is not a menu
- Put the cursor in the 'Link To' field, type 'HELP,' and press <F9> Link from any menu or other screen

The Help Inquiry screen (PCHL9000) gives a description of the screen you were on when you accessed Help. You can also view function key and data field definitions for the screen that you were on when you accessed Help.

2.4.1 Using the Help Inquiry

The Program ID is the screen number that you were on when you selected HELP. The Index field contains '00,' which indicates that you are viewing the screen description.

You can scroll forward or backward through the pages by using the <F7> Prior Pg or <F8> Next Pg function keys.

Page numbers are in the upper right corner. You may <BACKTAB> to this field and enter the page number you want to view, and press <ENTER>. The system will retrieve the page number you entered. You may page either forward or backward using this method. You can also enter the page number prior to the one that you want to view, and press <F8>. If you enter 05, the system will retrieve page 06.

Viewing Function Key Definitions

Type '01' in the Index field and press <ENTER>. The system will retrieve a description of each function key that is on the inquiring screen. You can page forward or backward to view the definitions for all of the function keys on the screen you were viewing when you accessed HELP.

Viewing Data Field Definitions

Type '02' in the Index field and press <ENTER>. The system will retrieve the definition for each of the data fields on the screen that you were viewing when you accessed HELP. You can page forward or backward to view the data field definitions for the data fields on the screen you were on when you accessed HELP.

When you have completed your inquiry, press <CLEAR> to return to the screen you were viewing when you accessed HELP.

2.5 DOCUMENT NUMBERING IN ADPICS

Document numbers will automatically be generated when all required data has been entered and the document is saved.

Document numbers in ADPICS are 11 characters long.

1	2	3	4	5	6	7	8	9	10	11	
A			B	C	D						

The first three characters (A) of the document number are the FACS Agency Code for the agency processing the document. This is based on the Department entered on the document, which is not necessarily the user's agency.

The fourth character (B) identifies the type of document being processed.

The following list identifies some of the characters that will be used in ADPICS to identify ADPICS documents:

A**	Travel Advance
B	Blanket Purchase Order
C**	Change Order/Document Cancellation
F**	Credit Memo
G	Receipt (Receiving Report)
I	Invitation To Bid
J	Job Ticket
N**	Direct Purchase Order
P**	Purchase Order/Contract
Q**	Interagency Voucher
R**	Requisition
S	CS138
T**	Travel Voucher
V**	Voucher (Payable)
W**	Direct Voucher
X	Invoice
Y	Vendor Performance

NOTE: Document types marked with a '**' are document types that are also posted in R★STARS.

The fifth character (C) identifies the fiscal year. This is based on the effective date of the document. The last digit of the fiscal year will be used (e.g., '0' for 2000).

The last six characters (D) are a sequential number that will be automatically generated by ADPICS for each unique FACS Agency Code/document/fiscal year combination.

For reporting and auditing purposes, agencies will be able to receive a listing of document numbers issued for each initiating department within their agency. This information will be available in the Management Information Data Base (MIDB), which is a component of MAIN.

Initiating departments within an agency will not be assigned a specific block of document numbers.

2.6 USER SECURITY

You will only be able to view screens based on your security. You may not have access to all menus or all screens. You may have access to view a screen, or inquire on data, but not have the security to create or update a record. User security classes determine what you are able to view and do.

If a listed function key is not visible on your screen, you do not have the security to perform that function. For example: if you do not have an <F10> Save key on the purchase order screen, you can view purchase orders, but you cannot create and save a purchase order.

On some screens, you may be able to view data for some ADPICS departments, but not for other ADPICS departments. When you try to view data for a department that you do not have security to view, the message line will read, DEPARTMENT SECURITY VIOLATION, CANNOT VIEW.

On some screens, you may be able to view data for some vendors, but not for other vendors, when scrolling (F5-NEXT) through vendor records. Confidential vendors (vendor type 8 or 9) can only be viewed by entering the exact Vendor ID.

If you try to link to a screen that you do not have the security to access, after pressing <F9> Link, you will receive a message that reads, SECURITY VIOLATION, CANNOT ACCESS.

If you need additional functionality, ask your supervisor to contact your Agency Security Administrator.

2.7 DATA ENTRY FEATURES

2.7.1 Methods of Navigation From Any Menu

Enter the screen ID (numeric portion only) in the 'Link To' field, and press <F9> Link. If the cursor is not in the 'Link To' field, press <HOME> to move the cursor to the 'Link To' field, before entering the screen number.

Press the corresponding Function Key:

When a menu shows (1), press <F1>

When a menu shows (10), press <F10>

2.7.2 Error Message Feature

Every screen has a message line at the bottom, directly below the function keys. The message line gives messages when you have completed a function, when you have done something incorrectly, or when you need to do an additional function. Be sure to read the message line whenever you perform a function, as it will guide you in further actions.

NOTE: When accessing some screens, you may receive the following message at the bottom of the screen: RECORD DOES NOT EXIST, PLEASE SELECT A FUNCTION. This is an example of an error message. This error message means that the screen has been accessed, but no action has been taken; therefore, a record does not yet exist.

2.7.3 Link To Feature

The Link To feature provides direct access to all ADPICS screens (based on user security), from any other ADPICS screen that you have security to view. This function is activated by pressing <HOME>, entering the screen number (numeric portion only) in the 'Link To' field, and pressing <F9> Link.

Menu selection access will be given in the step-by-step procedures in this Data Entry Guide, as every screen can be accessed by using the Link To feature. You may, however, use either method of navigation.

You must use the Link To feature to get to the Help Inquiry screen (PCHL9000), or the Electronic Note Pad screen (PCHL9100). To access the Help Inquiry screen, enter 'HELP' in the 'Link To' field and press <F9>. To access the Note Pad screen, enter 'NOTE' in the 'Link To' field, and press <F9>.

To exit ADPICS, you can enter 'QUIT' in the 'Link To' field, and press <F9>, to access the 'CESF' screen.

To return to the originating screen after using the Link To feature, press <CLEAR>.

2.7.4 F2 – Select Feature

Many document screens have an <F2> Select function key. This key is used to access table lookup lists.

Many Inquiry screens contain a Selection column (an 'S' in the upper portion of the screen with a blank column below it). Making a selection will access further details about the selected entry.

Selecting Table Data

Placing the cursor in a data field and pressing <F2> Select will access a table associated with the data field, so that the user may select the appropriate information and bring it back to the data field.

This is very useful when the valid value required for the document is not known.

When a data field has no associated table, the message line will read, CANNOT SELECT THAT FIELD, ONLY TABLE ENTRIES MAY BE SELECTED. In this case, you can consult the Help Inquiry, ADPICS Terminal Users Guide, and/or related training material, as well as the appropriate section of this ADPICS Data Entry Guide.

Locate the appropriate code for the document. If the data that you need is not on the first page, use <F8> to page through the list until you find the correct code for the document.

Select the correct code by placing an 'S' in the Selection column (S) next to desired code. Press <F2> Select to return the selected code to the document.

Inquiry Selection

When on any screen that contains a Selection column (S), you can enter an 'S' in the column next to desired item and press <F2> Select. You will transfer to an associated screen in order to view additional detail about the selected entry. Once you have viewed the detail, press <CLEAR> to return to the inquiry screen.

2.7.5 Accessing a Table Selection List

You can access a Table Lookup (list of valid values) for any data field associated with a Table, when the <F2> Select key is available. If the <F2> Select key is not available, you may use the

<F9> Link function to access the Table Maintenance screen used for the data requested.

To access the Table Lookup, place the cursor in a data field, and press <F2> Select.

If the data field is a table entry field, the system will retrieve the associated Table Lookup, where you can select the appropriate data, and return the selection to the document. See Section 2.7.6 Data Entry Features, Selecting From a List.

If the data field is not a table entry field, the message line will read CANNOT SELECT THAT FIELD – ONLY TABLE ENTRIES MAY BE SELECTED.

2.7.6 Selecting From a List

Whenever you are viewing a list of items that have a Selection column (designated by an 'S' at the top of the column), you can <TAB> or <BACKTAB> to the Selection column, and enter an 'S' next to an entry.

When the list is on a selection screen i.e., Vendor Selection and Commodity Selection, you must press <F6> Return to return the selection to the data field the cursor was in when you accessed the selection screen. Pressing <F2> Select from a screen that also contains an <F6> Return, will access more detailed information about the selection, usually the associated table maintenance screen.

When the list is a Table Lookup, pressing <F2> Select will return the selection to the data field the cursor was in when you accessed the Table Lookup.

2.7.7 Deleting Selections From a List

Data on some lists may be deleted. You may delete one item from a list, or more than one item.

To delete one item, enter an 'S' in the Selection column beside the entry you want to delete, and press <F3> Delete. The system will require that you press <F3> again to confirm the deletion.

To delete more than one item at a time, enter an 'S' beside all of the entries on the page you are viewing (you can only do one page at a time), and press <F3> Delete. Confirm the deletion by pressing <F3> again.

On some screens, the field entry will be replaced by **RECORD DELETED**, while others will actually delete the data.

If the data is deleted (removed), any data following the deleted data will move upward to fill in the empty spaces. For example, if there are seven items on a list and you delete the fourth item. Items 5, 6, and 7 will each move up one space, filling in the deleted space.

If data is on more than one page, data will move to the preceding page when space is available.

If the data that moved forward must also be deleted, repeat the delete process on the page before accessing the next page.

To delete items on additional pages, press <F8> Next Pg and repeat the delete process. Remember, you can only delete data from one page at a time.

2.7.8 Document Inquiry and Retrieval

You can inquire on a document by entering the document number in the Document ID field (i.e., Req ID, ITB ID, Voucher ID) of the appropriate screen, and pressing <ENTER>.

The system will retrieve the document record, where it can be viewed and/or modified.

On some inquiry screens, it may be necessary to enter data in more than one field in order to retrieve the information desired. For example, a number of inquiry screens include date ranges that must be entered before inquiring.

Usually the screen will be divided in some way so that the key data is easy to recognize. In most cases, there will be a line or space between the key data fields and the data retrieved fields. If the key data is not entered, the message line will read, RECORD DOES NOT EXIST, PLEASE TRY AGAIN. You may use <F5> Next if the key data is not known.

Using F5 – Next

You can press <F5> Next (where available) to view the next record in the system (when no record is shown, you will see the first record).

Pressing <F5> will access the first available record. Press <F5> Next again to view the next record.

You can continue pressing <F5> Next to scroll through all of the records in the file.

If you do not have security to view records in a file, the message line will read, DEPARTMENT SECURITY VIOLATION, or another similar message.

2.7.9 F10 – Save Feature

The <F10> Save key is the most important ADPICS function key. It is used to save the data you have entered. It is also used when posting the documents.

It can also be used as a guide when you aren't sure which data is required on a document.

When in doubt, press <F10>. Then read the message line.

When creating a new document, and you aren't sure of the required data, press <F10> Save as soon as you access the screen. The cursor will go to the first required data field, and the message line at the bottom of the screen will tell you what needs to be entered.

- If the data field is a table entry, you can press <F2> Select to view the associated Table Lookup, select the appropriate data, and return the selection to the document
- If the data field is not a table entry and you press <F2> Select, the message line will tell you that it is not a table entry field

Once you have retrieved or entered the necessary data in the field, press <F10> Save again. The cursor will then go to the next required data field, and the message line will contain an accompanying message. Continue until all required data has been entered.

When all required data has been entered, pressing <F10> Save will either generate the message RECORD SAVED, or it will transfer to the accompanying detail entry screen.

When entering free-form text, it is helpful to save (<F10>) from time to time, to avoid losing entered text.

You can then continue with the detail entry, enter optional data, or post the document.

2.7.10 Date Entry Feature

Most ADPICS screens contain date fields. Examples are: Effective Date and Due Date.

For transactions that post to R★STARS, the effective date is the date the transaction will impact the financial tables. For most transactions this will be the current date. For Year End transactions, you should enter the “Thirteenth Month” date if you want the transaction to impact the prior year’s financial tables.

The due date is the date that the goods or services are due to be delivered, or the date that payment should be made, depending on the screen.

You may enter the date in several formats, and the system will change the date to a standard format when you press <F10> Save.

When you enter:

The system generates:

02021996

02/02/1996

020296

02/02/1996

02/02/96

02/02/1996

2-2-96

02/02/1996

2/2/96

02/02/1996

02/02/1996

02/02/1996

2296

02/02/1996

Using the Date Entry Feature

Place the cursor in a date field and enter the date using any of the formats above. When you save the document, the system will format the date into the MM/DD/YYYY format.

The only exception is when entering a “thirteenth month” designated date. You must enter the date in the MM/DD/YYYY format.

2.7.11 Dollar Amount Feature

Many ADPICS screens contain Dollar Amount fields.

You will enter the appropriate dollar amount, and the system will properly format and right justify the amount when the document is saved.

Entering Dollar Amounts

Do not enter the dollar (\$) sign or commas.

When entering whole dollar amounts, just enter the dollars (do not enter a decimal (.) and 00).

When entering dollars and cents, enter the dollars, the decimal (.), and the cents. Dollar amount fields allow the entry of four digits after the decimal.

2.7.12 Default Value Override Feature

Many data fields have default values that are automatically generated when the screen is accessed. Some of these default values can be changed.

Some fields are protected and the cursor skips them when you <TAB> through the screen. Protected fields cannot be changed by entering different information, although some are indicators (Note Pad, for instance) and will change automatically when associated data is entered on another screen.

Using the Default Override Feature

Place the cursor in the data field (such as the Discount Terms field of the purchase order screens), and type new text over the data that is already entered. Use the "End of Field" key to erase any data that is not over-typed.

Save the changes by pressing <F10> Save.